

JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

March 23, 2022

TITLE: Procurement Administrator I
EMPLOYMENT TYPE: Non-Exempt
DIVISION: Finance (Contracts and Procurement)
PAY RANGE: \$35.33 - \$53.00 per hour (\$73,494 - \$110,241 estimated annually)
APPLICATION DEADLINE: **Continuous Recruitment (Open Until Filled)**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Procurement Administrator I will report to a Procurement Administrator III and is responsible for preparing and processing Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Quotations (RFQs), and Purchase Orders (P.O.s) for the procurement of goods, materials, equipment, professional services, and public works in support of the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Follow the procurement process in compliance with applicable local, state and federal laws, rules, regulations and policies governing public agency purchasing (e.g. California Labor Code, Prevailing Wage, and California Contract Code).
- Review solicitation requirements for reasonableness, recommend contract type, determine appropriate procurement strategy, and method of compensation.
- Conduct negotiations with vendors to achieve best overall value for the agency.
- Coordinate with Project Manager, Labor Compliance Officer, Small Business/Disadvantaged Business Enterprise Officer, Risk Manager, and Finance Department to resolve issues related to the issuance of purchase orders and agreements.

EXAMPLES OF DUTIES:

- Provide guidance to internal stakeholders during the procurement process. This includes reviewing the scope of work, identifying evaluation criteria, and developing timelines for informal IFBs, RFPs, and RFQs.
- Maintain auditable procurement files e.g., purchase orders, work directives, and contract amendments.
- Administer assigned contracts including amendments, capacity, insurance, and closeout.
- Process contract activities using Enterprise Resource Planning (ERP) software program.
- Provide timely assistance, training, and customer service to internal and external customers.
- Conduct outreach with vendor community.
- Process requests for disposition of materials and equipment in accordance with the District's Procurement Policy.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of a Procurement Administrator III who monitors and evaluates performance, with input from the Director, Contracts and Procurement.

MINIMUM QUALIFICATIONS:

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Associates Degree in Business Administration, Economics, or related field.
- 4 years of experience in a formal purchasing environment and/or procurement experience in a public agency.

PREFERRED QUALIFICATIONS:

- Working knowledge of an Enterprise Resource Program or other database, financial enterprise and/or procurement systems of similar complexity preferred.
- Must be proficient in Microsoft Office suite.
- Must possess effective oral and written communication skills.
- Must be able to establish and maintain cooperative and effective working relationships.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 21 days per year

Medical, dental, vision care, group life insurance and more

Free Bus Transportation for employees and qualified dependents

Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application and supplemental questionnaire. This is a continuous Recruitment (Open Until Filled). A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.